



## Event Admin and Support Officer - Bognor Regis Town Council

**Council:** Bognor Regis Town Council

**Salary:** £12.73 to £13.70 per hour (subject to experience)

**Hours:** 60 hours per month (flexible working) - weekends/unsociable hours required at times

**Closing Date:** by no later than 9am on Monday 20<sup>th</sup> February 2023

Bognor Regis is a small seaside town with a population of c.27, 000 in the five wards of the town in the county of West Sussex. It is a very pleasant coastal town with many sites of historical interest nearby and is nationally recognised as being one of the sunniest towns in Great Britain.

We are a progressive Council seeking to appoint an ambitious, creative, highly motivated and enthusiastic person to take on the role of Event Admin and Support Officer. This is an opportunity to join our events team on a flexible basis, working 60 hours per month with weekend/evening working required at times, for which time off in lieu will be given.

The role of the Event Admin and Support Officer is to assist the Events Officer in the administration and delivery of Town Council organised events. Supporting the Events Officer in the planning, preparation and implementation of Town Council events, such as the classic car show 'Drive Through Time', and children's activities during our summertime 'Funshine Days'. Bognor Regis Town Council pride themselves on delivering a programme of events each year, that are free for residents and visitors to attend. Over the years, our events have become firm favourites and, as a result, we always aim for the highest quality of delivery with which our Events Team play a pivotal part.



The successful candidate must have good office-based personal and inter-personal skills and be able to demonstrate the ability to both manage and work as part of a small team. It is equally important that candidates are able to demonstrate confidence when interacting face-to-face with members of the public, dealing with any issues that may arise. When attending events, there can be an element of physical exertion required, with some long periods of time spent standing.

The position is for 60 hours per month (flexible working) requiring weekend/evening work at times, for which time off in lieu will be given. Based on NJC pay scales for SCP 12 to 16 (£12.73 to £13.70 per hour) depending on qualifications and experience, plus contributory membership of the Local Government Pension Scheme. As an employer we are committed to equality of opportunity for all our residents and staff and there may be future opportunities in line with the Council's policy on succession planning.

Application forms are available on the website: [www.bognorregis.gov.uk](http://www.bognorregis.gov.uk) or email [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) or phone 01243 867744.

**Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.**